

NAVAL MEDICAL RESEARCH UNIT SAN ANTONIO
WORK SCHEDULE REQUEST

EMPLOYEE INFORMATION/WORK SCHEDULE SELECTION
(Employee completes items 1 through 6)

Naval Medical Research Unit San Antonio, Brooks City-Base, TX tour of duty hours are Monday through Friday, 0600-1800. The tour of duty defines the limits within which an employee must complete his or her basic work requirement. Core hours is the time period during the tour of duty, which an employee is required to be present for work. Core hours are from 0830-1100 and 1330-1430, Tuesday through Thursday.

1. NAME (please print) 2. DEPARTMENT/DIVISION 3. DATE

4. CHECK ONE, INDICATING YOUR CHOICE OF WORK SCHEDULE.

_____ **A. BASIC WORK REQUIREMENT-REGULAR HOURS**-40 hour week/80 hours biweekly (8½ hour days Monday-Friday) HOURS 0730 to 1600.

_____ **B. FLEXIBLE WORK SCHEDULE-FLEXITOUR**-40 hour week/80 hours biweekly (8½ hours Monday-Friday). Employee selects a fixed starting and stopping time within the tour of duty hours. Time may vary by 30 minutes of arrival. HOURS _____ to _____.

_____ **C. FLEXIBLE WORK SCHEDULE-MAXIFLEX**-80 hours biweekly, flexible work schedule that contains core hours from 0830-1100 and 1330-1430, Tuesday through Thursday. Employee may vary the number of hours worked on a given workday or the number of hours each week as long as the basic work requirement is completed within the tour of duty hours. Employee may work less than 10 days biweekly, and days off taken are on non-core days (Monday or Friday).

_____ **D. COMPRESS WORK SCHEDULE**-40 hour week/80 hours biweekly (4-4/10-4, 10½ hour days each week with 2 scheduled days-off per biweekly pay period). Employee selects a fixed starting and stopping time within the tour of duty hours, and designates a fixed day-off for each week. Hours _____ to _____, day-off each week _____. Time may vary by 30 minutes of arrival.

_____ **E. COMPRESSED WORK SCHEDULE-5-4/9 SCHEDULE**-45 and 35 hour work weeks/80 hours biweekly (5,9½ hour days (workweek), 3,9½ hour days, and 1, 8½ hour day (workweek) with 1 scheduled day off per biweekly pay period). Employee selects a fixed starting and stopping time within the tour of duty hours, and designates 1 fixed day-off (Monday or Friday) within the biweekly pay period. Hours _____ to _____, Time may vary by 30 minutes of arrival.

5. SIGNATURE (employee) 6. DATE

SUPERVISORY CERTIFICATION (Items 7 through 10)

7. CIRCLE ONE 8. SIGNATURE 9. DATE

APPROVED/DISAPPROVED

REASON FOR DISAPPROVAL:

(Attach continuation page if necessary)

Enclosure (1)